

U. S. Army Soldier Support Institute/ AG School

Personnel Services Delivery Redesign (PSDR)



**New Organizational Training Team (NOTT)
MSG Brown**

Brief Unclassified

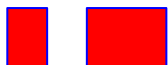


Soldier Support Institute



Total Officer Personnel Management Information System

TOPMIS II



Adjutant General School-NOTT

MSG Brown
DSN 734-8314



Soldier Support Institute



TRAINING OBJECTIVES

TRAINING OBJECTIVE 1: Overview of the TOPMIS II Desktop

At the end of this session, the student should be able to:

1. Have a basic understanding of the TOPMIS II Desktop.
2. Understand the following terms:
 - a. TOPMIS II Desktop
 - b. Service Application



Soldier Support Institute



Contents

TOPIC

Log in to Citrix

TOPMIS II

TESS Search

TOPMIS II Applications

Alpha Roster

ORB (Officer Record Brief)

ORD (Officer Record Data)

Query System

Requisition and Assignment

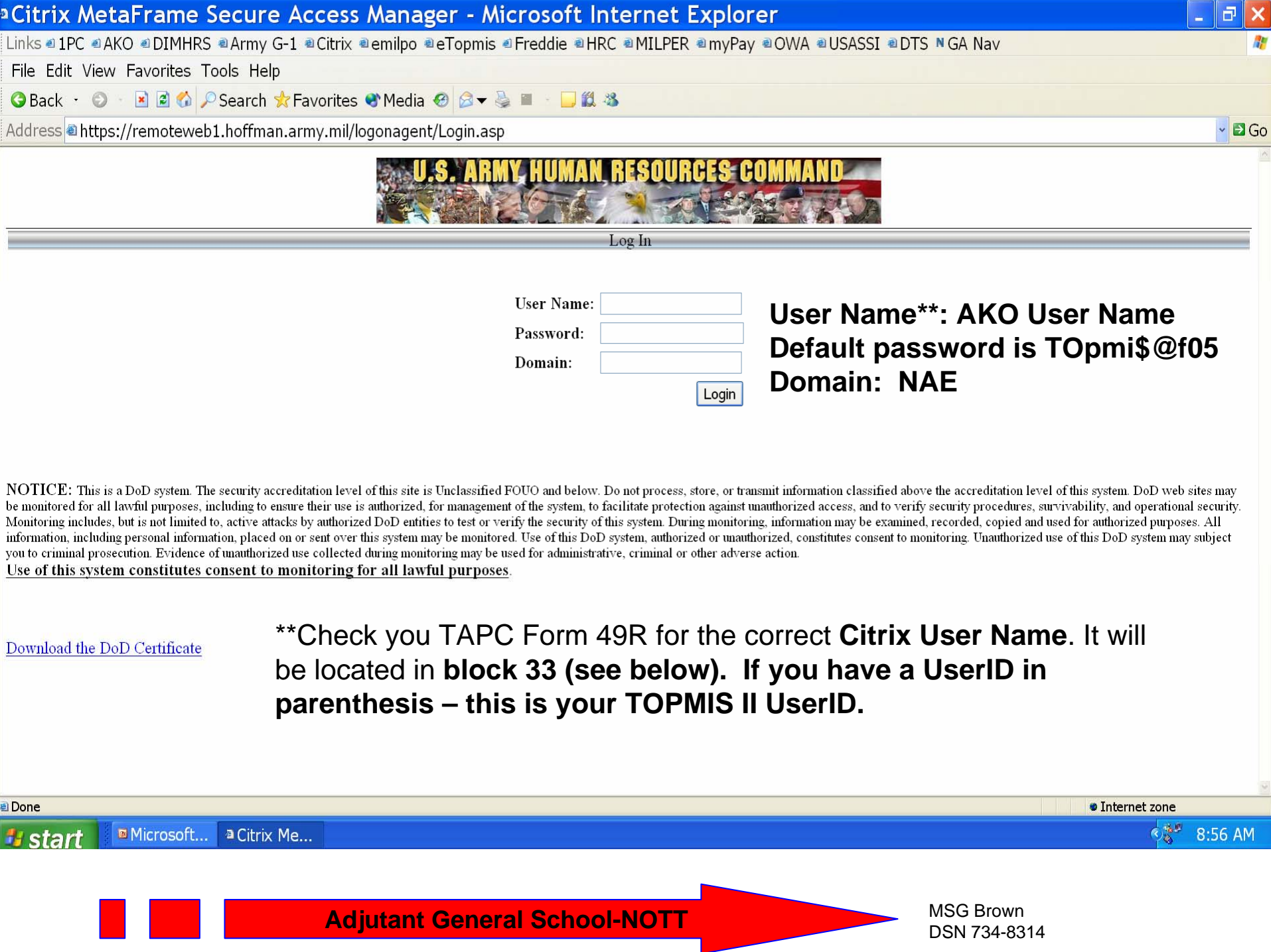
Assignment Instructions (RFO)

Strength

Detailed Strength Reports by CONGR

Utility

Common Asset II Data Elements



Log In

User Name:

Password:

Domain:

Login

User Name: AKO User Name**
Default password is TOpmi\$@f05
Domain: NAE

NOTICE: This is a DoD system. The security accreditation level of this site is Unclassified FOUO and below. Do not process, store, or transmit information classified above the accreditation level of this system. DoD web sites may be monitored for all lawful purposes, including to ensure their use is authorized, for management of the system, to facilitate protection against unauthorized access, and to verify security procedures, survivability, and operational security. Monitoring includes, but is not limited to, active attacks by authorized DoD entities to test or verify the security of this system. During monitoring, information may be examined, recorded, copied and used for authorized purposes. All information, including personal information, placed on or sent over this system may be monitored. Use of this DoD system, authorized or unauthorized, constitutes consent to monitoring. Unauthorized use of this DoD system may subject you to criminal prosecution. Evidence of unauthorized use collected during monitoring may be used for administrative, criminal or other adverse action.

Use of this system constitutes consent to monitoring for all lawful purposes.

[Download the DoD Certificate](#)

****Check you TAPC Form 49R for the correct Citrix User Name. It will be located in block 33 (see below). If you have a UserID in parenthesis – this is your TOPMIS II UserID.**

Done

Internet zone

start

Microsoft...

Citrix Me...

8:56 AM

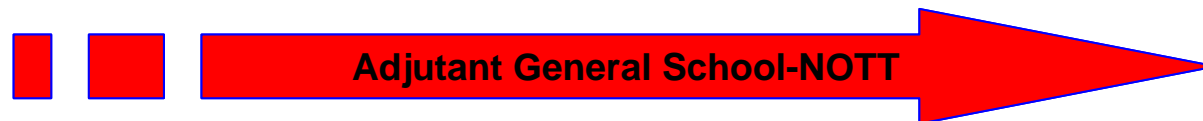
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I, _____ have briefed/will brief _____ on the PERnet Security Awareness Briefing and the PERSCOM Systems Security Usage Agreement. I will maintain the signed copy on file along with access information			
PART D: FOR PERSINSD USE ONLY			
25. PERnet Userid	26. CICS Opr ID:	27. Company Code:	28. Org. Code
29. SIC Code:		30. Account Number:	
31. ISD Security/Phone/Date:		32. Remarks:	
33. Domain / User ID: john.doe (doej)	34. E-Mail / User ID (If Applicable):		35. E-mail Server:

TAPC Form 49-R (Revised April 1998, Page 1 of 3) Replaces ASQL Form 8-R

Once you've installed the DOD Certificate, you can now log into the Citrix Metaframe server.



MSG Brown
DSN 734-8314

HRC - Citrix MetaFrame Secure Access Manager - Microsoft Internet Explorer

Links 1PC AKO DIMHRS Army G-1 Citrix emilpo eTopmis Freddie HRC MILPER myPay OWA USASSI DTS GA Nav

File Edit View Favorites Tools Help

Back Search Favorites Media

Address http://prad25.hoffman.army.mil/HRC/CDS/host.xps

U.S. ARMY HUMAN RESOURCES COMMAND

Log Out Help

TOPMISII Add Launch My Pages

TOPMISII

World Clock

KOREA	23:04	02/28/05
AHRC	9:04	02/28/05
Germany	15:04	02/28/05
IRAQ	17:04	02/28/05

Alert Broadcaster

Message Text:

Previous Next

Program Neighborhood

Top Up

PERNET

TOPMIS II

First time users **must** change their Citrix password from the default password

To change password, click on the “**My Pages**” button

If you have successfully logged into Citrix – you will have a screen similar to the one above –

Done Internet zone

start Microsoft... HRC - Cit... 8:58 AM

HRC - Citrix MetaFrame Secure Access Manager - Microsoft Internet Explorer

Links 1PC AKO DIMHRS Army G-1 Citrix emilpo eTopmis Freddie HRC MILPER myPay OWA USASSI DTS GA Nav

File Edit View Favorites Tools Help

Back Search Favorites Media

Address http://prad25.hoffman.army.mil/HRC/CDS/host.xps Go

U.S. ARMY HUMAN RESOURCES COMMAND

TOPMIS II

Home Settings

World Clock

KOREA	23:04	02/28/05
AHRC	9:04	02/28/05
Germany	15:04	02/28/05
IRAQ	17:04	02/28/05

Alert Broadcaster

Message Text:

Previous Next

Program Neighborhood

Top Up

PERNET

TOPMIS II

Then click on the “Settings” button

Done Internet zone 8:59 AM

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HRC - MetaFrame Secure Access Manager - Microsoft Internet Explorer

Links1PCAKODIMHRSArmy G-1CitrixemilpoetopmisFreddieHRCMILPERmyPayOWAUSASSIDTSGA Nav

FileEditViewFavoritesToolsHelp

BackSearchFavoritesMedia

Addresshttp://prad25.hoffman.army.mil/hrc/cds/host.xps?category=&page=settings&lastcategory=TOPMISII&lastpage=TOPMISII

U.S. ARMY HUMAN RESOURCES COMMAND

Log OutHelp

TOPMISIIAddLaunchMy Pages

Settings

Settings

Changing access center settings

You can update your access center password.

Select a theme to change the colors and fonts used to display your pages.

You can show explanations (like this one) beside every setting. This option applies to the Settings pages for every CDA in your access center.

You can set the number of folders displayed in the menu bar of the access center before the menus begin to scroll horizontally. If you do not set the menu number, the number of displayed menus depends on the width of your browser window.

The Add and Launch menus can display icons for each listed item. You can choose to show or hide the icons in your access center menus.

To connect to MetaFrame published resources, your access center uses ICA Client software. If you do not automatically download this software, you will be prompted each time you attempt a connection.

Access Center Settings

Change Password

Change Password

Theme

CorporateBlue(LowColor)Preview

Help

☒ Display explanations for each setting

Folder count

4

Icons

☒ Show icons on menu

MetaFrame Published Resources

☒ Download ICA Web Client automatically

Current version: ICA Web Client (ActiveX), version 7.00.17307

SubmitCancel

DoneInternet zone9:02 AM

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HRC - Citrix MetaFrame Secure Access Manager - Microsoft Internet Explorer

Links 1PC AKO DIMHRS Army G-1 Citrix emilpo eTopmis Freddie HRC MILPER myPay OWA USASSI DTS GA Nav

File Edit View Favorites Tools Help

Back Search Favorites Media

Address http://prad25.hoffman.army.mil/hrc/cds/host.xps?page=login&category=&cdainstanceid=CDAC1C96F8DCCEF4327A304934307B7C3DA&action=changepassword&

U.S. ARMY HUMAN RESOURCES COMMAND

Log Out Help

Change Password

User Name: smootd
Domain: prad
Old Password:
New Password:
Confirm New Password:
Submit Cancel

Enter Old Password (for first time users, this is the default password)

Enter New Password twice and click **“Submit”** – see note below on rules for creating passwords.

You will receive confirmation if the password change is successful

Done Internet zone 9:05 AM

**** Citrix Passwords must be 10-12 characters in length, and must have two upper case letters, two lower case letters, two special characters, and two numbers – for ease, recommend using your AKO password**

HRC - Citrix MetaFrame Secure Access Manager - Microsoft Internet Explorer

Links 1PC AKO DIMHRS Army G-1 Citrix emilpo eTopmis Freddie HRC MILPER myPay OWA USASSI DTS GA Nav

File Edit View Favorites Tools Help

Back Search Favorites Media

Address http://prad25.hoffman.army.mil/hrc/cds/host.xps

U.S. ARMY HUMAN RESOURCES COMMAND

TOPMIS II

Ad Launch My Pages

PERNET TOPMIS II

World Clock

KOREA	23:11	02/28/05
AHRC	9:11	02/28/05
Germany	15:11	02/28/05
IRAQ	17:11	02/28/05

Alert Broadcaster

Message Text:

Previous Next

Program Neighborhood

Top Up

PERNET

TOPMIS II

Launching TOPMIS II from this button will open the program in this window

Launching TOPMIS II from this button will open the program in a new window. Pressing the "Launch" tab, will give you the choice of selecting TOPMIS II or PERNET

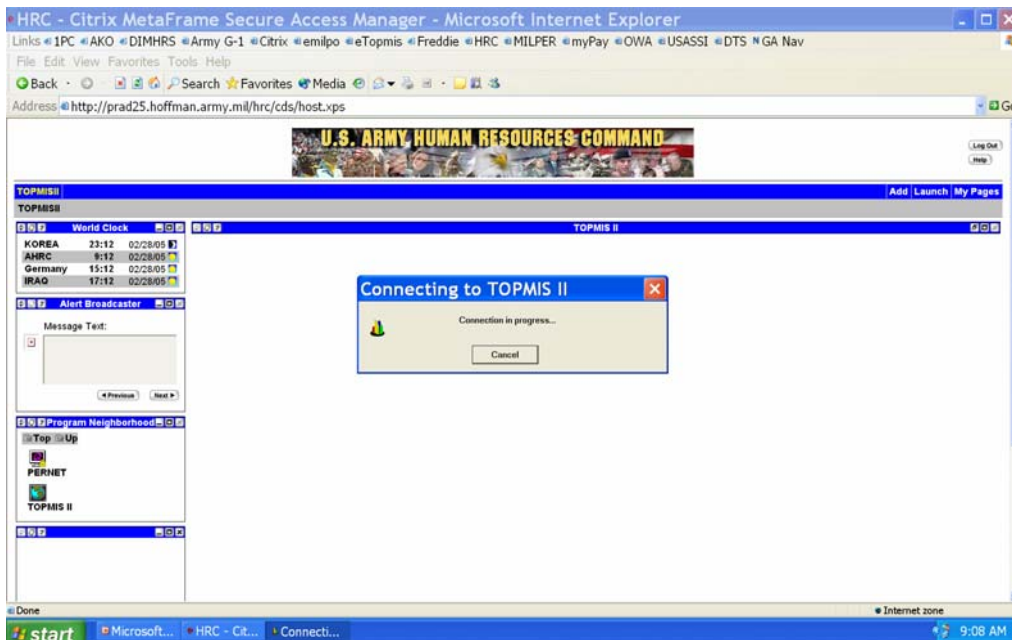
Done

start Microsoft... HRC - Cit...

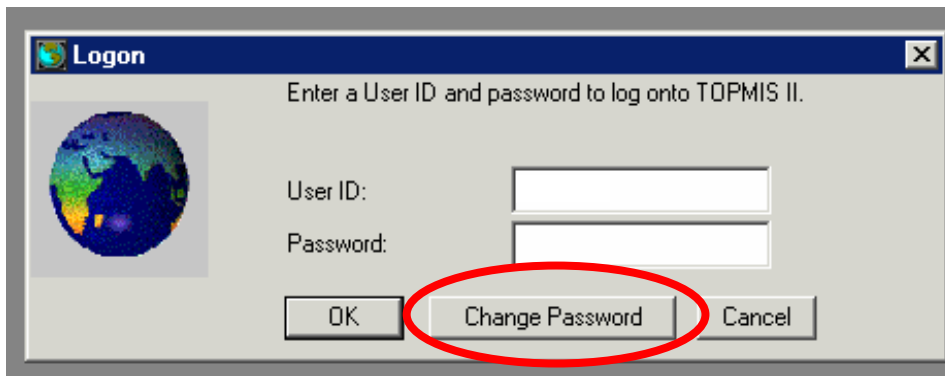
Internet zone

9:07 AM

This is the Citrix main page. From here you can access both TOPMIS II and the PERNET for access into EDAS, MS51, Data Query, and other PERNET Systems that you have permission to access



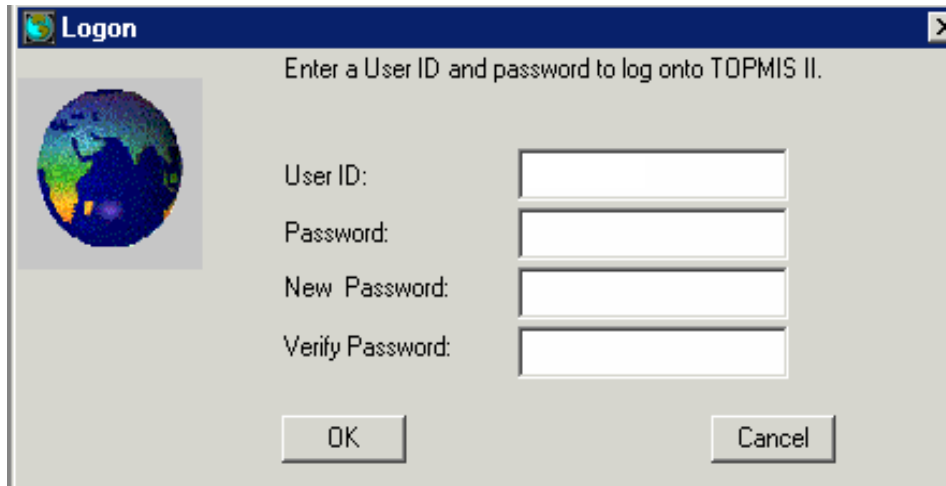
Once you have launched TOPMIS II, you should see a screen letting you know that Citrix is attempting to connect to the TOPMIS II server



When prompted, enter your TOPMIS II password.

First time users must change their Password since the default password is your UserID and TOPMIS II will not allow the UserID and Password to be the same.

To change Password click on the **“Change Password”** icon



Logon

Enter a User ID and password to log onto TOPMIS II.

User ID:

Password:

New Password:

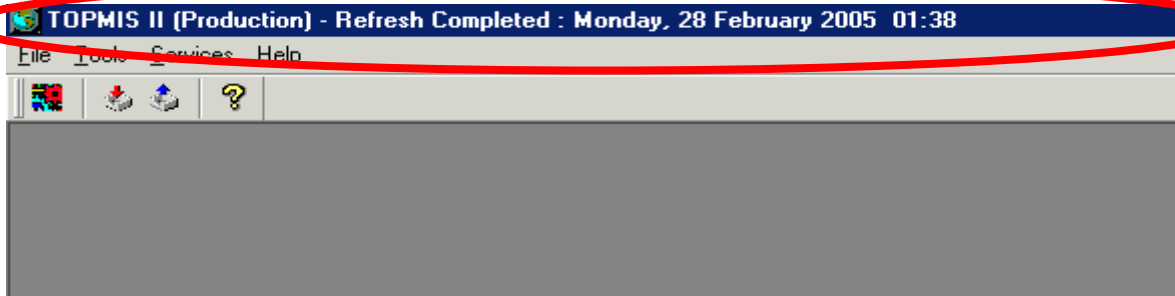
Verify Password:

OK Cancel

At the “**Change Password**” you will be prompted to enter your UserID and Password then your new Password twice.

Your New Password must be between 6-8 characters, no numbers or special characters allowed – There is no requirement to use upper case letters.

*****NOTE: If you have an ETOPMIS account, changing your password in TOPMIS II will change it in ETOPMIS.**



When properly logged in, you will see the current refresh date of TOPMIS II

QUESTIONS